

Using Prezi as a Volunteer Orientation Tool

Tips to Use Prezi

<http://www.prezi.com>

- Develop an outline for your content **first**. This will make it easier to assemble your idea and visualize how to organize your information.
- Take time to plan out the visual structure and design of your presentation before diving too far in:
 - Settle on a theme early in your design. Changing themes mid-design might mean that you have to re-size or adjust the spacing of your objects.
 - Consider your audience, and choose colors and fonts accordingly
 - Consider using visuals (videos, photos, diagrams) with text to illustrate key points:
 - Flickr is a great source for Creative Commons (free!) photographs (<http://www.flickr.com/creativecommons/>)
 - Open Clip Art has a great selection of free, fun graphics (<http://openclipart.org/>)
- Aim for uniform style and a consistent visual structure:
 - Choose one frame style for main topics, another for sub-topics, etc. This gives visual cues to the audience and helps support the flow of the presentation
 - Duplicate items for uniform sizing: Prezi will also highlight 2 objects that are the same size-take advantage of this
- Start your design with a “big picture” frame, and zoom in from there (like a microscope!). This gives you plenty of space to work with.
 - Prezi has a set of templates available- these are great to use when you are designing your first presentation.
- Refrain from going crazy with movements (zooming, spinning, tilting, etc.):
 - Pick appropriate movements and aspects to highlight key points and keep the content dynamic without making your audience sick.
- Prezi hates .JPEG files: They look grainy and tend to flicker or disappear when zooming.
 - Use PDF files whenever possible (you can convert your JPEG files to PDF files using this free converter: <http://www.go2convert.com/>)
- Utilize “hidden” frames: These frames are invisible to your audience, but they allow you more control over the size and space of objects and text.
 - This is especially helpful with pictures
 - Frames can also make “interactive hotspots”
- Use links!
 - Link to your website, volunteer resources (timesheets, calendars, etc.) and other relevant content. Note: Links won’t appear “linked” until you save and re-open the presentation.
 - Note: Unlike Word and PowerPoint, Prezi does not allow “hyperlinked” text (you must use the full url for the link to work).
- Move groups of objects at a time:
 - Hold down the shift key, then and click and drag your cursor to highlight the objects you want to group and move. Also, items in frames can be moved as a unit
- Take advantage of YouTube:
 - You can embed YouTube videos into your presentation by simply pasting the video url into the text box.
- Take advantage of the Prezi “Learn” Tab (<http://prezi.com/learn/>)
 - Find work-arounds, troubleshooting, and solutions to specific issues (great time- and frustration-saver!)
 - Make suggestions to the Prezi team for improvements and innovations
- Be patient:
 - Like any new tool, it takes time to learn Prezi. Give it time, and allow for the learning curve.
 - If you decide Prezi is not the right tool for you, that’s ok! Use the tool that works best for you and your organization.

View the full presentation here: <http://bit.ly/AyzDmk>